

**Voluntary Protection Program
Meeting Minutes
July 24, 2008**

Attendees:

Org Code	Manager	Worker
HS-1.1		Brendan Burns
HS-1.2	Timothy Fox	Vinh Le
HS-1.3		Jess San Agustin
HS-1.4	Tracey Berry	Dawn Cheek
HS-10	Brad Davy	Mohandas Bhat, Carlos Coffman
HS-20		Duli Agarwal
HS-30		
HS-40		Annette Bright
HS-50	Jim Szenasi	Candy Sanchez
HS-60		Karen Hsing
HS-70	Dick Donovan	Rick Faiver
HS-80		
HS-90		Fletcher Whitworth
ProForce		
NTEU		
MA		

Meeting Minutes

Minutes from the June 26, 2008 meeting were approved as written.

Safety Share

Fletcher Whitworth discussed the danger of “Distracted Driving.” According to the National Safety Council, “cell phone use is the most common distraction for drivers. An estimated 10 percent of drivers in typical daylight are using some type of phone, hand-held or hands-free.” In fact, “talking, listening and dialing are equally dangerous. Hands-free cell phone conversations are as distracting as those on a handheld device.” The National Safety Council reports that the “slower reaction time caused by cell phone use is comparable to that of people who are legally drunk (.08 blood alcohol content).” More information can be found at <http://www.nsc.org/nsm/safetytips.aspx>.

Items Discussed

Pro-Force Participation Status:

No update at this time.

Commitment Statement and Charter:

The Commitment Statement and revised Charter are still in the concurrence process.

HSS VPP Website:

The subcommittee for the HSS VPP website reported that due to limitations/rules for the website it was decided that a basic layout would be followed. The layout will be similar to the ISM website. Once the content is decided, it is expected that the information can be uploaded in a couple of days. Once the content is uploaded, the subcommittee will provide a URL to the Committee members to test the website. The charter and commitment statement will be added as soon as all concurrences are obtained. The "FOCUS ON: Charting the Course to a Safer HSS Workplace" information provided in the June 26, 2008 minutes will also be added to the website. This information is currently in the HSS FOCUS ON Archives. The information is dated March 2008.

Action: PEC will take the "FOCUS ON: Charting the Course to a Safer HSS Workplace" information, fix the typographical error noted by the Committee, and prepare the IPT to add it to the HSS VPP Committee website.

Action: All Committee members are challenged to send Carlos Coffman at least one idea for types of information that should be on the website.

HSS All-Hands Meeting:

The HSS all-hands meeting has tentatively been scheduled for August 12th or 13th. It was discussed that Mr. Podonsky's opening presentation be videotaped and uploaded to the HSS VPP Committee website.

Mark Whitaker has agreed to be the Safety Share spokesperson.

The format of the presentations that the HSS VPP Committee will give at the all-hands meeting was discussed. All presentations should have the same format. It was decided that an additional HSS VPP Committee meeting should be schedule for July 31, 2008 from 10:00 am to 12:00 pm to discuss the presentations.

Action: Annette Bright will contact Bob Cooper to inquire about the taping of Mr. Podonsky's opening presentation at the all-hands meeting.

Action: PEC will work with Brad Davy to develop a presentation format. PEC will also make all arrangements for the July 31, 2008 meeting.

HSS VPP Logo and Trinkets:

The earthman squeeze globes and the pens have been ordered. The earthman squeeze globes have arrived. The pens are expected by August 1, 2008.

The Committee discussed the possibility that MA would be attending the HSS all-hands meeting. If MA does attend, since a limited number of earthman globes were made, they

should be distributed to the HSS staff first. There was a brief discussion that there could be a registration desk at the meeting so HSS staff could check in and receive their earthman globe at this time. Carlos Coffman indicated that he has approximately 200 slider cards that have a typographical error (the “y” was left off of “Energy”). These cards were printed for another purpose and are not being used. We could apply a sticker with the HSS VPP Committee logo, place it over the error, and provide MA staff with this trinket instead of the earthman globe.

HSS VPP Video:

Topics for a VPP video were briefly discussed. Safety suggestions included: the 2-way stop sign at the 3-way intersection in the GTN parking lot; driving too fast at all DOE buildings/parking garages; and cell phone use while driving. Other suggestions included presenting proper ergonomics for office workers as a means of preventive measures. Annette Bright spoke to Bob Cooper about assisting with the HSS VPP videos. Bob Cooper offered to come to a VPP Committee meeting to discuss the HSS VPP videos.

Status Program Plan/Strategic Plan for Becoming a VPP Star Site:

This agenda item has been tabled until Colette Broussard, Fletcher Whitworth and Brad Davy can meet to discuss the items in the flow chart. The items on the original strategic plan are all necessary; therefore, the revised strategic plan will have to include the boxes that were taken out. This item will be revisited at a future meeting.

New Business

1. The Committee discussed the proper use of extension cords and power strips. Fletcher Whitworth indicated that in his organization, they use C-LAN connections which require plugging a CPU into a power strip and then into another power strip due to the layout of the electrical outlets in the room. The Committee suggested that extension cords with a much longer cord could be purchased to accommodate a longer distance to the electrical outlet. Another option would be to contact MA to have the electrical outlets reconfigured in the affected room or to form a subcommittee and work with the Office of Quality Management and the Computer Security, Safety and Health to find a solution.
2. Another effective technique to make people aware of safety is to develop Safety Promotional Activities. Now is the time to start planning for this if it is decided that an activity should be done in the Fall. Since the 2008 Olympics are next month, now would be the time to promote a physical fitness activity. Several staff walk around the DOE main campus at lunch time. It was suggested that this area be marked with safety/distance markers to encourage walking during the day. The Committee discussed potentially coming up with an idea to present at the HSS all-hands meeting.

Action: Over the next couple of days, Committee members should think about potential ideas and send them to Carlos Coffman and Brad Davy. The internet will provide ideas on safety promotional activities.

Next Meeting:

The next will be July 31, 2008 from 10:00 am – 12:00 pm to discuss the presentations for the HSS all-hands meeting. This meeting will be held in 270 CC Room 3056. The call-in number is 301-903-6475.